

WHAT'S NEW AT NARA

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Overview of what's new from NARA

- Targeted Assistance
- Appraisal Guidelines
- Scheduling Activities
- Regulations
- Records Center Services
- Records Storage Facility Standards
- NARA records management training
- Customer Satisfaction Surveys

Targeted Assistance

- partnership between NARA and your agency
- a customer driven, problem-solving approach to records management
- Highest priority-
 - Electronic records
 - Records at risk
 - Records documenting rights and accountability
 - Permanent records

Appraisal Guidelines

- NARA Directive 1441
 - How NARA determines archival value
 - Specific guidelines for certain records
 - Originally issued 2003 but...
- New guidelines for R&D records and Environmental Health and Safety records soon to be posted:
<http://www.archives.gov/records-mgmt/initiatives/appraisal.html>

Scheduling Activities

- Flexible Scheduling
 - FEA Lines of Business
 - “Big Bucket”
- New and Expanded General Records Schedules
 - GRS for CIO Records
 - GRS for A-76 Records

Regulations

- Two new regulations:
 - Declassification of National Security Information (36 CFR Part 1260)
 - National Industrial Security Program Directive No. 1, Information Security Oversight Office (32 CFR Part 2004)

Regulation Change: Disposal of Transitory E-mail

- Change to 36 CFR Part 1234 – Electronic Records Management effective March 23, 2006
- Agency authority to maintain and delete transitory email records from their live email systems without transferring these records to a recordkeeping system
 - Limited to
 - records covered by GRS 23, Item 7, or
 - a NARA-approved agency records schedule covering records with retention periods of less than 180 days
 - Employees must not delete before end of retention period
- Agencies may continue to create and file separate recordkeeping copies for all email records

Federal Records Center Services

- Production scanning
- Scan and send copies of documents stored at FRCs
- Media storage vaults
- Additional services under development

Records Storage Facility Standards

- NARA Bulletin 2005-07, September 27, 2005, Records Storage Facility Standards
 - agency records storage facilities and commercial records storage facilities (records centers) must meet NARA's records storage facility standards
 - agencies must obtain NARA approval

Records Storage Facility Standards

- Records Storage Facility Standards
 - NARA regulations establish the minimum standards for records storage facilities
 - facility standards for records storage facilities in 36 CFR part 1228, subpart K
 - updated regulations on agency obligations.
 - updated checklist that NARA uses to evaluate facility compliance with the standards.

Records Storage Facility Standards

- The standards apply to
 - Government-owned or leased records storage facilities, whether operated by NARA, another agency, or an agency contractor.
 - Commercial records center that an agency uses to store its records.

Request for information about use of records storage facilities

- revisions to 36 CFR part 1228, subpart K, September 28, 2005.
 - agencies must notify NARA when they use agency records centers or commercial records centers
 - certify to NARA that the records center complies with NARA's standards

NARA records management training news

- NARA has created a new records management training program
- reflects new directions in Federal records management
- ensures that NARA training is consistent in content and quality
- fosters an improved level of professionalism in those managing Federal records.

NARA records management training news

- Development of a records management training staff that will facilitate training nationwide
- New Records Management Training Officer, Dr. Joan Krejci Griggs.

NARA records management training news

- **Knowledge Areas and Half-Day Courses**
- Records Management core courses:
- Knowledge Area One - Records Management Overview
- Knowledge Area Two - Creating and Maintaining Agency Business Information
- Knowledge Area Three - Records Scheduling
- Knowledge Area Four - Records Schedule Implementation
- Knowledge Area Five - Asset and Risk Management
- Knowledge Area Six - Records Management Program Development
- Free half-day Professional Courses:
 - Survival Guide for IT Professionals: Information Assurance and Records Management
 - The Case for Records Management: Issues for Federal Legal Counsel
 - Recordkeeping: A Program Manager's Survival Guide

NARA records management training news

■ Records Management for Everyone

- self-paced records management class
- available online through OPM's USA Learning site.
- <http://www.archives.gov/records-mgmt/training/rm-everyone.html>
- A copy of RM for Everybody has been sent on CD to Records Officers
- it may be duplicated or used in any way to support your program.

Customer Satisfaction Surveys

- Scheduling and Appraisal Services Satisfaction
 - Baseline with Records Officers in August 2004
 - 56.5% satisfied or very satisfied with NARA appraisal and scheduling services
 - 22.6% report that they are neutral about these services
 - 20.9% report that they are either dissatisfied or very dissatisfied.

Customer Satisfaction Survey

- NARA is committed to
 - improving timeliness of appraisal process
 - keeping agencies informed about schedule progress
 - utility of guidance products
- Follow-Up survey Summer 2006
- Full results:
<http://www.archives.gov/records-mgmt/policy/survey-2004.html>

Customer Satisfaction Surveys

- Asset and Risk Management
 - Initial focus- CIOs
 - Final stages of design
 - Scheduled for Summer 2006

Customer Satisfaction Surveys

- Federal Records Center focus groups on electronic records services
- Nationwide - Completed this month
- Will help guide development of new services
- Contain feedback useful for lifecycle management of e-records

Other News on Today's Program

ERM and E-Records Project

Increment 1 of the NARA Electronic Records Archive (ERA)

NARA's Response to the Gulf Coast Hurricanes

For Additional Information

- <http://www.archives.gov/records-mgmt/new.html>

“What’s New” for Records Management